

REQUEST FOR ACTION

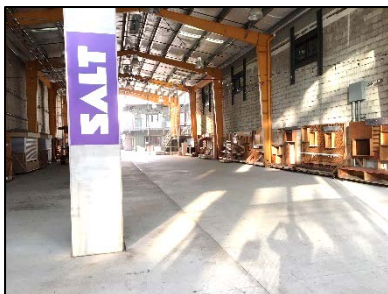
To	The Collection Board of Directors			
Subject	Annual Meeting Location			
Preparer	Al Guzman, General Manager			
Date	2/15/18	For Board	x	Action
				Info

EXECUTIVE SUMMARY

The location for The Collection’s Annual Meeting, scheduled for April 25, 2018, needs to be selected. Two venues were considered.



The first being The Collection’s 7th floor recreation deck. Hawaii Special Events was contacted Hawaii Special Events would set up a 20’ x 30’ peak tent, lighting and 150 chairs on the 7th floor rec deck. At a cost of \$1,780. *(Example at left)*



Salt Barn (at left), located across the street from The Tower Lobby would provide the space and rent 100 chairs and 8 tables at a cost of up to \$364. 50 additional chairs would be rented at a nominal cost.

For Both Hawaii Special Events and Salt Barn:

- Refreshments, to be determined, would be an additional charge.
- Sound System will be provided at no additional cost.

RECOMMENDATION

It is recommended that Salt be used as the location for The Collection’s April 25, 2018 Annual Meeting.

RATIONALE

In good weather, the Tent Rental is comfortable, however, it is miserable if the weather is windy and rainy. Salt’s barn is ideal in good weather and bad. Also, the pricing is less expensive using Salt’s Barn.

Exhibits (If applicable)	Index	Title
		A

FOR BOARD USE ONLY					
CERTIFICATE OF BOARD ACTION					
x	Approved	<input type="checkbox"/>	Declined	<input type="checkbox"/>	Noted
<input type="checkbox"/>	Returned	<input type="checkbox"/>	Deferred	<input type="checkbox"/>	Withdrawn
Stipulations					
<p>At the 2/15/18 Regular meeting, the Board approved to hold the 2018 Annual Meeting at the Salt Barn. Cost anticipated is \$400 - \$500.</p>					
Coordinating Instructions					
Distribution Instructions					
Recording Secretary	Ryan Kamo	Action Date	2/15/18	RFA No.	4 5-2018

Hawaii Special Events, LLC

350 Ward Avenue, Suite 106-42
 Honolulu, Hawaii 96814

Estimate

Date	Estimate #
9/1/2017	6746

Invoice To:
The Collection 600 Ala Moana Blvd Honolulu, HI 96813 Attention: Al Guzman

Deliver To:
Same as Billing (Rec Dec) Install: 04/26/18 (7am to 12pm) Event: 04/26/18 Breakout: 04/27/18 (7am to 12pm) Attention: Al Guzman

EVENT NAME	CONTACT	PHONE #	Event Date
Collection Annual Meeting		548-4555	APR 26, 2018

QTY	DESCRIPTION	PRICE	Total
1	WARNER PEAK TENTS ~ WHITE TOPS 20x30 Twin Peak Tent - White Top (includes (1) Gutter Joiner, (2) Pendant Shaped Chandeliers with Silky Florals, 160' of Tivoli Style Lighting on the inside eave perimeter of the tents, and (6) Water Barrels with White Linen Wraps)	1,005.00	1,005.00
150	EVENT EQUIPMENT ~ CHAIRS Chairs: White Resin with Padded Seat ~ White Sub-Total:	3.00	450.00
	Delivery, Installation Of Tent, Set Up of Chairs & Breakout Fee: Sub-Total:	245.00	245.00
	Sub-Total:		1,700.00
	GE Tax: State of Hawaii	4.712%	80.10
	SITE INSPECTION: A site inspection is mandatory with Nate Ikehara for this Estimate to be valid.		

Signature/Date: _____

PHONE #	FAX #	E-mail
(808) 941-4868	(808) 941-4007	HawaiiSpecialEvents@Hawaii.rr.com

Total	\$1,780.10
--------------	-------------------